82-N051

UNITED STATES POSTAL SERVICE
475 L'Enfant Plaza, SW
Washington, DC 20260

April 13, 1982

MEMORANDUM TO: Headquarters--Managers and above
Headquarters-Administrative Supporting Facilities--
Unit Heads
Regional Headquarters--Regional Postmasters General
and Regional Directors
District Offices--District Managers
Bulk Mail Centers--Managers
Management Sectional Centers--Managers
Associate Offices--Postmasters

SUBJECT: Vacancy Announcements

1. Vacancy EAS 4117 has been corrected.

2. Vacancies EAS 4109, 4110, 4126, 4127, 4128, 4129, and 4130 are being issued for SYSTEMWIDE ANNOUNCEMENT.

NOTE: PERSONNEL ACTIONS INVOLVING THE APPEARANCE OF APPLICANTS BEFORE A PROMOTION REVIEW COMMITTEE AND/OR THE TRANSFER OF EMPLOYEES FROM FIELD UNITS--INCLUDING REGIONS--TO HEADQUARTERS OR VICE-VERSA SHOULD BE COORDINATED THROUGH THE APPROPRIATE REGIONAL DIRECTOR, EMPLOYEE AND LABOR RELATIONS AND/OR THE GENERAL MANAGER, HEADQUARTERS PERSONNEL DIVISION. ADDRESS CHANGES FOR THESE VACANCY ANNOUNCEMENTS SHOULD BE ADDRESSED TO THE GENERAL MANAGER, HEADQUARTERS PERSONNEL DIVISION, ROOM 1707, U. S. POSTAL SERVICE, WASHINGTON, D. C. 20260.

Stephen A. Leavey
General Manager
Headquarters Personnel
Division

8 Attachments

U.S. Postal Service

VACANCY ANNOUNCEMENT

POSITION NUMBER: 4117

ISSUE DATE: 4/9/82

CLOSING DATE: 4/29/82

TITLE: Professional/Specialist Trainee (D)
GRADE: EAS-17
FLSA DESIGNATION: Exempt
OCCUPATION CODE: 0301-5214
SALARY RANGE: $22,980 - $30,318 (Plus $395 COLA)
FINANCE NUMBER: 10-7210
PERSONS ELIGIBLE TO APPLY: ALL QUALIFIED POSTAL CAREER EMPLOYEES MAY APPLY FOR THIS POSITION.

LOCATION:
Labor Relations Dept.
E&LR Group, Hqtrs.
L'Enfant Plaza
Washington, D. C.

CORRECTION

THE DURATION OF THE PROGRAM WILL BE 18 TO 24 MONTHS.

DUTIES: Participates in a trainee program lasting 18 to 24 months, depending upon prior experience. Program includes a field assignment of up to 2 months when such experience is not present; participation in the Labor Relations MAS course if the successful applicant has not attended this course; and on-the-job supervised work-training assignments in each office of the Headquarters Labor Relations Department. The total program will provide training and experience in handling and processing grievances, arbitrations, contract interpretation and administration, contract negotiations, labor relations programs and labor relations involvement with USPS programs and policies. Applicants must be willing to travel and accept field or training assignments of up to 3 months.

QUALIFICATIONS: Applicants must demonstrate through work experience and/or education an understanding of labor relations with minimum experience in labor relations; a working knowledge of the collective bargaining process; well-developed and effective communication skills, both oral and in writing, including the ability to express ideas clearly, in good grammatical form; the ability to interact effectively with union representatives and all levels of management; and well-developed planning and organizing skills.

ADDITIONAL QUALIFICATION FACTOR: Experience or education in personnel practices, safety, injury compensation, mail processing, delivery services, and/or labor law are desirable.

PLACEMENT: Upon successfully completing the first 12 months of the program, the trainee will be non-competitively promoted to a Professional/Specialist Trainee (E), EAS-18. Upon successfully completing all phases of the program the trainee will be non-competitively promoted to the position of Labor Relations Representative, EAS-21, in the Labor Relations Department at Headquarters.

NOTE: Employees are not eligible to apply or to be nominated for promotion under the competitive procedures to this position if they have been promoted (or initially appointed to the Postal Service) within the year immediately preceding the closing date of the vacancy announcement.

MAIL TO:

Labor Relations Executive
Labor Relations Department, Room 9707
U. S. Postal Service
Washington, D. C. 20260

-/-

HOW TO APPLY: Employees should complete and submit current Forms 991-A and -B to their immediate supervisor/manager. The employee's immediate supervisor/manager should complete the reverse of Form 991-B and obtain approval of the next higher supervisor/manager who forwards both forms under "CONFIDENTIAL" cover for receipt by the "CLOSING DATE" to the address stated above. PLEASE INDICATE POSITION NUMBER AND TITLE LISTED ABOVE IN YOUR RESPONSE.

U.S. Postal Service

VACANCY ANNOUNCEMENT

POSITION NUMBER: 4109

ISSUE DATE: 4/13/82

CLOSING DATE: 5/3/82

TITLE: Economist, Senior
GRADE: EAS-23
FLSA DESIGNATION: Exempt
OCCUPATION CODE: 0110-4001
SALARY RANGE: $30,156 - $41,436 (Plus $395 COLA)
FINANCE NUMBER: 10-4730
PERSONS ELIGIBLE TO APPLY: ALL QUALIFIED POSTAL CAREER EMPLOYEES MAY APPLY FOR THIS POSITION.

LOCATION:
Cost Analysis Branch
Revenue & Cost Analysis Division
Rates & Class. Dept.
Finance Group, Hqtrs.
L'Enfant Plaza
Washington, D. C.

DUTIES: Serves as senior or lead analyst on studies/projects addressing the development of mail volume estimates and/or costs for rate-making and allied management purposes. Develops and prepares analyses of factors influencing the volumes of and/or costs for mail handled by postal operations and the manner in which these are reflected through information reporting systems. Devises the design or requirement specification of systems for reporting or analyzing volumes/cost information as it relates to functional operations and to classes of mail and types of postal services. Works with contractors and with functionally related organizational units. Prepares or makes principal contributions to postal papers, testimony or exhibits in support of management positions in regulatory proceedings and management deliberations.

QUALIFICATIONS: Applicants must demonstrate through education and/or experience a thorough understanding of microeconomics, statistics, accounting and/or related fields. Extensive experience in analytical work using techniques accepted in such disciplines as economics, statistics, and/or business administration. Well-developed communication skills, both oral and in writing.

ADDITIONAL QUALIFICATION FACTORS: Advanced training in economics preferred. Graduate training in statistical inference and econometrics is desirable. Experience as an expert witness before a regulatory agency is also competitively advantageous. A technical understanding of state-of-the-art computer-based data systems would be a plus.

MAIL TO:

Manager
Cost Analysis Branch, Room 8827
Revenue and Cost Analysis Division
Rates and Classification Department
U. S. Postal Service
Washington, D. C. 20260

HOW TO APPLY: Employees should complete and submit current Forms 991-A and -B to their immediate supervisor/manager. The employee's immediate supervisor/manager should complete the reverse of Form 991-B and obtain approval of the next higher supervisor/manager who forwards both forms under "CONFIDENTIAL" cover for receipt by the "CLOSING DATE" to the address stated above. **PLEASE INDICATE POSITION NUMBER AND TITLE LISTED ABOVE IN YOUR RESPONSE.**

PS Form 990
June 1979

U.S. Postal Service

VACANCY ANNOUNCEMENT

POSITION NUMBER: 4110

ISSUE DATE: 4/13/82

CLOSING DATE: 5/3/82

TITLE: Cost Systems Analyst
GRADE: EAS-21
FLSA DESIGNATION: Exempt
OCCUPATION CODE: 0510-4023
SALARY RANGE: $27,300 - $37,438 (Plus $395 COLA)
FINANCE NUMBER: 10-4730
PERSONS ELIGIBLE TO APPLY: ALL QUALIFIED POSTAL CAREER EMPLOYEES MAY APPLY FOR THIS POSITION.

LOCATION:
Cost Analysis Branch
Revenue & Cost Analysis Div.
Rates & Class. Dept.
Finance Group, Hqtrs.
L'Enfant Plaza
Washington, D. C.

DUTIES: Performs studies and related efforts to determine factors influencing the behavior of postal costs and to identify deviations from anticipated cost and volume trends and their primary causes. Assists in reviewing current data system outputs to ensure consistency and concept conformance, and in developing and responding to interrogatories related to litigation before the Postal Rate Commission. Provides guidance and assistance to clerical and technical staff assigned to specific projects.

QUALIFICATIONS: Applicants must demonstrate through education and/or experience a thorough understanding of microeconomics and statistics. Extensive experience in computer analytical work using economic and statistical procedures in an environment imparting an understanding of regulatory concepts and practices. Demonstrated success in interdisciplinary problem-solving assignments and in applying microeconomic and/or operations research tools in marginal cost pricing inquires. Well-developed human relations and communication skills, both oral and in writing.

ADDITIONAL QUALIFICATION FACTOR: Formal training in computer science with particular emphasis on computer programming for heuristic analyses is highly desirable.

MAIL TO:

Manager
Cost Analysis Branch, Room 8827
Revenue and Cost Analysis Division
Rates and Classification Department
U. S. Postal Service
Washington, D. C. 20260

HOW TO APPLY: Employees should complete and submit current Forms 991-A and -B to their immediate supervisor/manager. The employee's immediate supervisor/manager should complete the reverse of Form 991-B and obtain approval of the next higher supervisor/manager who forwards both forms under "CONFIDENTIAL" cover for receipt by the "CLOSING DATE" to the address stated above. PLEASE INDICATE POSITION NUMBER AND TITLE LISTED ABOVE IN YOUR RESPONSE.

PS Form 990
June 1979

U.S. Postal Service

VACANCY ANNOUNCEMENT

POSITION NUMBER: 4126

ISSUE DATE: 4/13/82

CLOSING DATE: 5/3/82

TITLE: District Director, Mail Processing (DM-C)
GRADE: EAS-26
FLSA DESIGNATION: Exempt
OCCUPATION CODE: 2315-7038
SALARY RANGE: $35,422 - $48,810 (COLA up to $45,000)
FINANCE NUMBER: 41-9961
PERSONS ELIGIBLE TO APPLY: ALL QUALIFIED EAS, RDS, AND PDC CAREER EMPLOYEES NOT MORE THAN 6 GRADE LEVELS BELOW THE LEVEL OF THIS VACANCY MAY APPLY FOR THIS POSITION.

LOCATION:
Allegheny District
Eastern Region
Pittsburgh, PA

DUTIES: Directs the processing function of a district. Coordinates line management of all activities related to distribution, plant and equipment maintenance, engineering support, and transit mail at a small number of very large, complex sectional center facilities with associate offices to meet requirements of businesses and a dense population in a metropolitan area.

QUALIFICATIONS: Applicants must demonstrate through education and/or experience an understanding of engineering or business administration. Experience in mail distribution or logistics activities including management positions. Well-developed human relations and communication skills.

NOTE: Employees are not eligible to apply or to be nominated for promotion under the competitive procedures to this position if they have been promoted (or initially appointed to the Postal Service) within the year immediately preceding the closing date of the vacancy announcement.

MAIL TO:

District Manager
Allegheny District
U. S. Postal Service
P. O. Box 2308
Pittsburgh, PA 15230

HOW TO APPLY: Employees should complete and submit current Forms 991-A and -B to their immediate supervisor/manager. The employee's immediate supervisor/manager should complete the reverse of Form 991-B and obtain approval of the next higher supervisor/manager who forwards both forms under "CONFIDENTIAL" cover for receipt by the "CLOSING DATE" to the address stated above. PLEASE INDICATE POSITION NUMBER AND TITLE LISTED ABOVE IN YOUR RESPONSE.

PS Form 990
June 1979

U.S. Postal Service

VACANCY ANNOUNCEMENT

POSITION NUMBER: 4127

ISSUE DATE: 4/13/82

CLOSING DATE: 5/3/82

TITLE: Manager, Budget & Cost Analysis (C)
GRADE: EAS-22
FLSA DESIGNATION: Exempt
OCCUPATION CODE: 0504-7005
SALARY RANGE: $28,728 - $39,438 (Plus $395 COLA)
FINANCE NUMBER: 35-2895
PERSONS ELIGIBLE TO APPLY: ALL QUALIFIED EAS, RDS, AND PDC CAREER EMPLOYEES NOT MORE THAN 6 GRADE LEVELS BELOW THE LEVEL OF THIS VACANCY MAY APPLY FOR THIS POSITION.

LOCATION:
MSC Queens
Flushing, NY

DUTIES: Manages the budgetary and cost analysis functions for a highly-complex sectional center facility and its associate offices. Manages all activities of the functional support units including budgeting and cost analysis.

QUALIFICATIONS: Applicants must demonstrate through education and/or experience an understanding of accounting or a finance related discipline. Extensive experience in accounting, budgeting, or cost analysis including supervision. Well-developed human relations and communication skills. Compliance with Postal Service safety awareness and accident programs will also be a determining factor.

NOTE: Employees are not eligible to apply or to be nominated for promotion under the competitive procedures to this position if they have been promoted (or initially appointed to the Postal Service) within the year immediately preceding the closing date of the vacancy announcement. Exception, this restriction does not apply to employees of field installations (below the District Office level) applying or being nominated for positions in their present installation.

MAIL TO:

Acting Director
Employee and Labor Relations
MSC Queens
U. S. Postal Service
Flushing, NY 11351

ATTN: Manager, Employee Relations

HOW TO APPLY: Employees should complete and submit current Forms 991-A and -B to their immediate supervisor/manager. The employee's immediate supervisor/manager should complete the reverse of Form 991-B and obtain approval of the next higher supervisor/manager who forwards both forms under "CONFIDENTIAL" cover for receipt by the "CLOSING DATE" to the address stated above. PLEASE INDICATE POSITION NUMBER AND TITLE LISTED ABOVE IN YOUR RESPONSE.

PS Form 990
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U.S. Postal Service

VACANCY ANNOUNCEMENT

POSITION NUMBER: 4128

ISSUE DATE: 4/13/82

CLOSING DATE: 5/3/82

TITLE: District Director, Mail Processing (DM-C)
GRADE: EAS-26
FLSA DESIGNATION: Exempt
OCCUPATION CODE: 2315-7038
SALARY RANGE: $35,422 - $48,810 (COLA up to $45,000)
FINANCE NUMBER: 33-9961
PERSONS ELIGIBLE TO APPLY: ALL QUALIFIED EAS, RDS, AND PDC CAREER EMPLOYEES NOT MORE THAN 6 GRADE LEVELS BELOW THE LEVEL OF THIS VACANCY MAY APPLY FOR THIS POSITION.

LOCATION:
Northern New Jersey District
Northeast Region
Cresskill, NJ

DUTIES: Directs the processing function of a district. Coordinates line management of all activities related to distribution, plant and equipment maintenance, engineering support, and transit mail at a small number of very large, complex sectional center facilities with associate offices to meet requirements of businesses and a dense population in a metropolitan area.

QUALIFICATIONS: Applicants must demonstrate through education and/or experience an understanding of engineering or business administration. Experience in mail distribution or logistics activities including management positions. Well-developed human relations and communication skills.

NOTE: Employees are not eligible to apply or to be nominated for promotion under the competitive procedures to this position if they have been promoted (or initially appointed to the Postal Service) within the year immediately preceding the closing date of the vacancy announcement.

MAIL TO:

Regional Director
Employee and Labor Relations
Northeast Regional Headquarters
U. S. Postal Service
New York, NY 10098

ATTN: Employee Services Branch, Room 2121-E

HOW TO APPLY: Employees should complete and submit current Forms 991-A and -B to their immediate supervisor/manager. The employee's immediate supervisor/manager should complete the reverse of Form 991-B and obtain approval of the next higher supervisor/manager who forwards both forms under "CONFIDENTIAL" cover for receipt by the "CLOSING DATE" to the address stated above. PLEASE INDICATE POSITION NUMBER AND TITLE LISTED ABOVE IN YOUR RESPONSE.

PS Form 990
June 1979

U.S. Postal Service

VACANCY ANNOUNCEMENT

POSITION NUMBER: 4129

ISSUE DATE: 4/13/82

CLOSING DATE: 5/3/82

TITLE: Postmaster (F)
GRADE: EAS-24
FLSA DESIGNATION: Exempt
OCCUPATION CODE: 2301-7004
SALARY RANGE: $31,956 - $43,910 (Plus $296 COLA)
FINANCE NUMBER: 05-1026
PERSONS ELIGIBLE TO APPLY: ALL QUALIFIED EAS, RDS, PDC, AND ADPC EMPLOYEES NOT MORE THAN 6 GRADES BELOW VACANCY OR 3 POSTMASTER LEVELS BELOW THIS VACANCY.

LOCATION:
Burbank, CA

(Van Nuys MSC
Sequoia District)

BASIC FUNCTION: Manages, through subordinate managers and supervisors, the operations of a large post office and several supporting stations and/or branches to meet the mailing demands of a moderate size city or metropolitan area and all supporting functions in the areas of plant, equipment and vehicle maintenance, vehicle operations, personnel, accounting and customer services.

QUALIFICATIONS: Experience, within or outside the Postal Service, must have been at an organizational level which has provided the applicant with a broad perspective of managerial responsibilities, principles and techniques. Extensive experience which demonstrates applicant's ability to manage through subordinate managers so as to accomplish program objectives for the installation. Well-developed human relations and communication skills.

NOTE: Employees are not eligible to apply or to be nominated for promotion under the competitive procedures to this position if they have been promoted (or initially appointed to the Postal Service) within the year immediately preceding the closing date of the vacancy announcement. Exception, this restriction does not apply to employees of field installations (below the District Office level) applying or being nominated for positions in their present installation.

Applicants must submit PS Form 2459, Letter of Acceptance, at the time of application. Except for OIC evaluations, attachments such as resumes, commendation letters, news articles, training certificates, etc., must NOT be included. Applicants MUST list on front side of 991-A all currently vacant postmaster positions for which they have applied. If none, a negative statement is required. Applicants are limited to three postmaster applications at any time.

MAIL TO:

Director
Employee and Labor Relations
Van Nuys Management Sectional Center
U. S. Postal Service
Van Nuys, CA 91409

HOW TO APPLY: Employees should complete and submit current Forms 991-A and -B to their immediate supervisor/manager. The employee's immediate supervisor/manager should complete the reverse of Form 991-B and obtain approval of the next higher supervisor/manager who forwards both forms under "CONFIDENTIAL" cover for receipt by the "CLOSING DATE" to the address stated above. PLEASE INDICATE POSITION NUMBER AND TITLE LISTED ABOVE IN YOUR RESPONSE.

PS Form 990
June 1979

U.S. Postal Service

VACANCY ANNOUNCEMENT

POSITION NUMBER: 4130

ISSUE DATE: 4/13/82

CLOSING DATE: 5/3/82

TITLE: Computer Systems Analyst, Jr.
GRADE: EAS-19
FLSA DESIGNATION: Exempt
OCCUPATION CODE: 0334-4018
SALARY RANGE: $25,435 - $33,635 (Plus $395 COLA)
FINANCE NUMBER: 41-9930
PERSONS ELIGIBLE TO APPLY: ALL QUALIFIED POSTAL CAREER EMPLOYEES MAY APPLY FOR THIS POSITION.

LOCATION:
Management Information Branch
Eastern Region
Philadelphia, PA

DUTIES: Reviews, evaluates and controls requests for automatic data processing services and participates in the systems design and programming of approved requirements. Has frequent contact with representatives of user departments.

QUALIFICATIONS: Applicants must demonstrate an understanding of mini-computer systems. Applicants must have proven ability in the following computer skills: perform systems analysis and design for user departments and prepare systems and programming specifications; program the application in a language compatible with the hardware configuration; provide both systems and operators documentation; conduct management and user training classes; and maintain and document all programming and systems modifications.

NOTE: Employees are not eligible to apply or to be nominated for promotion under the competitive procedures to this position if they have been promoted (or initially appointed to the Postal Service) within the year immediately preceding the closing date of the vacancy announcement.

MAIL TO:

Manager
Human Resources Management Branch
Eastern Region
U. S. Postal Service
P. O. Box 8601, Room 667
Philadelphia, PA 19197

HOW TO APPLY: Employees should complete and submit current Forms 991-A and -B to their immediate supervisor/manager. The employee's immediate supervisor/manager should complete the reverse of Form 991-B and obtain approval of the next higher supervisor/manager who forwards both forms under "CONFIDENTIAL" cover for receipt by the "CLOSING DATE" to the address stated above. PLEASE INDICATE POSITION NUMBER AND TITLE LISTED ABOVE IN YOUR RESPONSE.

PS Form 990
June 1979

☆U.S. GOVERNMENT PRINTING OFFICE: 1982-361-486:571

U.S. Postal Service

VACANCY ANNOUNCEMENT

POSITION NUMBER: 4190

ISSUE DATE: 5/7/82

CLOSING DATE: 5/27/82

TITLE: Computer Systems Analyst/Programmer (6 positions)
GRADE: EAS-20
FLSA DESIGNATION: Exempt
OCCUPATION CODE: 0334-3044
SALARY RANGE: $25,990 - $35,606 (Plus $562 COLA)
FINANCE NUMBER: 10-4920
PERSONS ELIGIBLE TO APPLY: ALL QUALIFIED POSTAL CAREER EMPLOYEES MAY APPLY FOR THESE POSITIONS.

LOCATION:
Process Control Branch
Ofc. of Maint. Mgmt.
Engineering & Technical Support Department
Operations Group, Hqtrs.
DUTY STATION:
Washington BMC
Capitol Heights, MD

DUTIES: Develops, implements and tests complex computer software/firmware for use in real time process control and distribution information systems. Assists senior personnel in evaluating software design modifications. Develops, implements and tests software modifications to existing systems. Prepares detailed documentation using flow charts, structured psuedo-code and program narratives for computer programs. Supports senior personnel in preparing user documentation and installation instructions for computer programs. Provides technical assistance to field offices for troubleshooting and fault analysis of software on systems such as OCR/CS, EZR, FSM 775, BMC - PCS/MIS, ZMTAPE and CFS. Frequent travel required.

QUALIFICATIONS: Applicants must demonstrate through education and/or experience an understanding of computer science or electronic engineering. Recent experience using Real-Time and Multi-User Operating System for various mini and micro-computer systems. Experience developing, documenting and implementing real time process control and data collection and information systems using both assembly and higher level languages. Ability to differentiate between hardware and software problems and take remedial action for correcting software problems. Ability to understand electronic interfaces for mechanization control as they relate to applications programs. Knowledge of computer systems, and operating systems used on existing and planned automated postal equipment. Well-developed human relations and technical writing skills.

NOTE: Employees are not eligible to apply or to be nominated for promotion under the competitive procedures to this position if they have been promoted (or initially appointed to the Postal Service) within the year immediately preceding the closing date of the vacancy announcement.

MAIL TO:

Director
Office of Maintenance Management, Room 7617
Engineering and Technical Support Department
U. S. Postal Service
Washington, D. C. 20260

HOW TO APPLY: Employees should complete and submit current Forms 991-A and -B to their immediate supervisor/manager. The employee's immediate supervisor/manager should complete the reverse of Form 991-B and obtain approval of the next higher supervisor/manager who forwards both forms under "CONFIDENTIAL" cover for receipt by the "CLOSING DATE" to the address stated above. **PLEASE INDICATE POSITION NUMBER AND TITLE LISTED ABOVE IN YOUR RESPONSE.**

PS Form 990
June 1979

U.S. Postal Service

VACANCY ANNOUNCEMENT

POSITION NUMBER: 4191

ISSUE DATE: 5/7/82

CLOSING DATE: 5/27/82

TITLE: Senior Mathematical Statistician
GRADE: EAS-22
FLSA DESIGNATION: Exempt
OCCUPATION CODE: 1529-4008
SALARY RANGE: $28,728 - $39,438 (Plus $562 COLA)
FINANCE NUMBER: 10-4770
PERSONS ELIGIBLE TO APPLY: ALL QUALIFIED POSTAL CAREER EMPLOYEES MAY APPLY FOR THIS POSITION.

LOCATION:
Rates & Classification
Statistics Branch
Statistical Analysis Div.
Rates & Class. Dept.
Finance Group, Hqtrs.
L'Enfant Plaza
Washington, D. C.

DUTIES: Responsible for projects involving the design, development and implementation of statistical systems in the areas of postal operations and finance. Applies appropriate probability sampling methodology in order to design sampling plans, estimation procedures and measures of precision. Designs and directs statistical evaluation studies for identifying and controlling measurement errors and other nonsampling errors associated with data-collection and data-processing operations in postal statistical systems. Responsible for coordinating the implementation of statistical procedures with field personnel and ADP systems analysts and programmers.

QUALIFICATIONS: Applicants must demonstrate knowledge of mathematical statistics and statistical methods. Experience in sampling techniques, experimental design and general statistical methodology. Well-developed human relations and communication skills.

ADDITIONAL QUALIFICATION FACTORS: Systems analysis and ADP experience are desirable. Working knowledge of JCL and SAS extremely helpful.

MAIL TO:

Manager
Rates and Classification Statistics Branch
Rates and Classification Department, Room 1510
U. S. Postal Service
Washington, D. C. 20260

HOW TO APPLY: Employees should complete and submit current Forms 991-A and -B to their immediate supervisor/manager. The employee's immediate supervisor/manager should complete the reverse of Form 991-B and obtain approval of the next higher supervisor/manager who forwards both forms under "CONFIDENTIAL" cover for receipt by the "CLOSING DATE" to the address stated above. PLEASE INDICATE POSITION NUMBER AND TITLE LISTED ABOVE IN YOUR RESPONSE.

PS Form 990
June 1979

GOVERNMENT PRINTING OFFICE: 1982-361-486:579

Jelly roll, starting at long edge. Repeat with remaining dough. For each coffee cake, coil together 3 rolls on greased baking sheet,

U.S. Postal Service

VACANCY ANNOUNCEMENT

POSITION NUMBER: 4067

ISSUE DATE: 9/24/82

CLOSING DATE: 10/15/82

TITLE: Management Analyst, Senior
GRADE: EAS-22
FLSA DESIGNATION: Exempt
OCCUPATION CODE: 0343-8014
SALARY RANGE: $29,590 - $40,621 (Plus $562 COLA)
FINANCE NUMBER: 10-4910
PERSONS ELIGIBLE TO APPLY: ALL QUALIFIED EAS, RDS, AND PDC CAREER EMPLOYEES NOT MORE THAN 6 GRADE LEVELS BELOW THE LEVEL OF THIS VACANCY MAY APPLY FOR THIS POSITION.

Cut slits in tops with scissors. Let rise until doubled, about 1 hour.

LOCATION:
Major Facility Program Br.
Facility Development Div.
Office of Mechanization and Facility Development
Engineering & Technical Support Dept.
Operations Grp., Hqtrs.
L'Enfant Plaza
Washington, D. C.

Bake in 375° oven 20 minutes or until golden. When cooled, frost with your favorite confectioners sugar icing.

REISSUE

PREVIOUS APPLICANTS NEED NOT REAPPLY.

Makes 2 coffee cakes

DUTIES: Analyzes space and mechanization requirements for major new/expanded postal facilities. Develops new/revised facility planning procedures and criteria to adjust for changes in mail processing techniques and mail mix trends. Provides assistance and training to field organizations involved in facility planning.

QUALIFICATIONS: Applicants must have a good working knowledge of operating procedures at major mail processing facilities. A familiarity with the planning process for new facilities is required. Availability for occasional travel will be expected. Well-developed human relations and communication skills.

ADDITIONAL QUALIFICATION FACTOR: Experience associated with the development of field facility requirements is desirable.

NOTE: Employees are not eligible to apply or to be nominated for promotion under the competitive procedures to this position if they have been promoted (or initially appointed to the Postal Service) within the year immediately preceding the closing date of the vacancy announcement.

MAIL TO:

Manager
Major Facility Program Branch, Room 6647
Engineering and Technical Support Department
U. S. Postal Service
Washington, D. C. 20260

Walnut Filling:
Mix together 1 cup packed brown sugar, 1/2 cup chopped walnuts, and 2 tsp. ground cinnamon.

APPLY: Employees should complete and submit current Forms 991-A and -B to their immediate supervisor/manager. The immediate supervisor/manager should complete the reverse of Form 991-B and obtain approval of the next higher supervisor/ who forwards both forms under "CONFIDENTIAL" cover for receipt by the "CLOSING DATE" to the address stated above. INDICATE POSITION NUMBER AND TITLE LISTED ABOVE IN YOUR RESPONSE.

U.S. Postal Service

VACANCY ANNOUNCEMENT

POSITION NUMBER: 101

ISSUE DATE: 10/18/82

CLOSING DATE: 11/8/82

TITLE: General Supervisor, Vehicle Maintenance
GRADE: EAS-17
FLSA DESIGNATION: Non-Exempt
OCCUPATION CODE: 1601-6009
SALARY RANGE: $23,669 to $31,557 (PLUS $562.00 COLA)
FINANCE NUMBER: 23-7480
PERSONS ELIGIBLE TO APPLY: All qualified EAS employees within the Maryland/DC District who are not more than six (6) EAS grades below that of the vacancy. Exception: Employees who are not on the rolls of the MSC, Prince George's Facility are ineligible to apply or be nominated for this vacancy under competitive procedures if they have been promoted within the year immediately preceding the closing date of this announcement.

LOCATION:

U. S. Postal Facility
MSC, Prince Georges, MD
20790

DUTIES: Supervises a comprehensive vehicle maintenance program for a MSC and its complex and associate offices through a staff of subordinate supervisors. Has contact with automotive parts and supplies vendors, private contractors for automotive repair work, manufacturers' representatives, and bidders on obsolete or unserviceable vehicles. Responsible for effective maintenance of vehicles as well as for the purchase or contracting for service parts and supplie Takes personnel actions for and supervises a small to medium sized number of employees through subordinate supervisors. Provides technical guidance to Postmasters regarding maintenance and repair of vehicles. Prepares budget estimates for manpower, parts, equipment, services and supplies. Exercises normal regard for the safety of self and others, ensuring employee compliance with safety policy and procedures. Schedules vehicles for inspections, maintenance and repair. Procures repair services by contract with private contractors as appropriate. Reviews and awards contracts for equipment, parts, fuel, oil and supplies; ensures proper procedures in procuring service under new vehicle warranty contracts. Ensures adequate stock of parts, supplies and automotive equipment. Prepares and maintains reports and records of vehicle maintenance functions. Administers programs for disposition of obsolete and unserviceable vehicles. Coordinates the maintenance and repair functions with supervisors of vehicle operations requirements.

QUALIFICATIONS: Applicants must have advanced vocational level understanding of automotive maintenance and repair with moderate experience in automotive maintenance, repair, records, and parts procurement including supervisory experience. Applicants will be expected to possess well-developed human relations and communications skills.

MAIL TO: DISTRICT MANAGER, MD/DC DISTRICT, PO BOX 1000, COLUMBIA, MARYLAND 21045

HOW TO APPLY: Employees MUST submit 4 copies of updated PS Form 991-A (Application for Promotion or Assignment) and PS Form 991-B (Supplement to Application for Promotion or Assignment) to their immediate supervisor. The immediate supervisor and the next higher level supervisor will complete the reverse side of PS Form 991-B (Supervisors' Recommendation) and forward both forms, under "CONFIDENTIAL" cover, prior to the closing date to the address stated above. Employees who do not submit this information as described, WILL BE DISQUALIFIED from further consideration. A PS Form 2591 should not be used. Please indicate Postion Number and Title listed above in your response.

U.S. Postal Service

VACANCY ANNOUNCEMENT

POSITION NUMBER: 82-82

ISSUE DATE: Oct. 18, 1982

CLOSING DATE: Nov. 3, 1982

TITLE: Sectional Center Director
Employee and Labor Relations (V)

GRADE: EAS-22

FLSA DESIGNATION: Exempt

OCCUPATION CODE: 0230-7015

SALARY RANGE: $29,590 - $40,621 (Plus $562 COLA)

FINANCE NUMBER: 35-8360

PERSONS ELIGIBLE TO APPLY: ALL QUALIFIED EAS, PDC, AND ADPC CAREER EMPLOYEES IN THE EASTERN REGION NOT MORE THAN 6 GRADE LEVELS BELOW THE LEVEL OF THIS VACANCY MAY APPLY FOR THIS POSITION.

LOCATION:

Management Sectional Center

Syracuse, NY 13220-9998

DUTIES: Directs the employee and labor relation functions of a large, complex sectional center facility, including all activities related to employee relations, labor relations, manpower development, health services, and safety. Provides functional guidance and administrative support to associate offices within the assigned geographical area.

QUALIFICATIONS: Applicants must demonstrate through education and/or experience and understanding of business administration and personnel management. Extensive experience in industrial relations or labor relations activities including management. Well-developed human relations and communication skills.

NOTE: Employees are not eligible to apply or to be nominated for promotion under the competitive procdures to this position if they have been promoted (or initially appointed to the Postal Service) within the year immediately preceding the closing date of the vacancy announcement. Exception, this restriction does not apply to employees of field installations (below the District Office level) applying or being nominated for positions in their present installations.

MAIL TO:

DISTRICT DIRECTOR
EMPLOYEE AND LABOR RELATIONS
EMPIRE DISTRICT
U S POSTAL SERVICE
P O BOX 568
ROCHESTER, NEW YORK 14602-0568

HOW TO APPLY: Employees should complete and submit current Forms 991-A and -B to their immediate supervisor/manager. The employee's immediate supervisor/manager should complete the reverse of Form 991-B and obtain approval of the next higher supervisor/manager who forwards both forms under "CONFIDENTIAL" cover for receipt by the "CLOSING DATE" to the address stated above. PLEASE INDICATE POSITION NUMBER AND TITLE LISTED ABOVE IN YOUR RESPONSE.

PS Form 990
June 1979

☆ U.S. GOVERNMENT PRINTING OFFICE: 1979—650 058/2010

U.S. Postal Service

VACANCY ANNOUNCEMENT

POSITION NUMBER: 4515

ISSUE DATE: 10/26/82

CLOSING DATE: 11/16/82

TITLE: Program Manager, Systems Analysis (2 positions)
GRADE: EAS-24
FLSA DESIGNATION: Exempt
OCCUPATION CODE: 0334-4029
SALARY RANGE: $32,915 - $45,227 (Plus $421 COLA)
FINANCE NUMBER: 10-4470
PERSONS ELIGIBLE TO APPLY: ALL QUALIFIED EAS, RDS, AND PDC CAREER EMPLOYEES NOT MORE THAN 6 GRADE LEVELS BELOW THE LEVEL OF THIS VACANCY MAY APPLY FOR THESE POSITIONS.

LOCATION:
Systems Development Procedures Division
Office of Planning and Development, IRM
Hqtrs., L'Enfant Plaza
Washington, D. C.

C A N C E L L A T I O N

THE VACANCY ANNOUNCEMENT FOR THE POSITIONS DESCRIBED ABOVE HAS BEEN CANCELLED.

HOW TO APPLY: Employees should complete and submit current Forms 991-A and -B to their immediate supervisor/manager. The employee's immediate supervisor/manager should complete the reverse of Form 991-B and obtain approval of the next higher supervisor/manager who forwards both forms under "CONFIDENTIAL" cover for receipt by the "CLOSING DATE" to the address stated above. PLEASE INDICATE POSITION NUMBER AND TITLE LISTED ABOVE IN YOUR RESPONSE.

PS Form 990
June 1979

U.S. Postal Service

VACANCY ANNOUNCEMENT

POSITION NO: 103

ISSUE DATE: 11/1/82

CLOSING DATE: 11/22/83

TITLE: Manager, Station or Branch Operations (B)
GRADE: EAS-18
OCCUPATION CODE: 2305-7038
SALARY RANGE: $24,937 - $33,281 (Plus $562 COLA)
FINANCE NUMBER: 51-9870
PERSONS ELIGIBLE TO APPLY: Qualified Postal Employees with work locations in the Maryland/DC District. Applicants must be in the EAS pay scale and not more than six (6) grades below that of the vacancy and in their present position for at least one (1) year preceding the closing date of this vacancy announcement. *

LOCATION:

Management Sectional Center, Northern Virginia 22081 (Woodbridge, VA)

DUTIES: Manages through subordinate supervisor the activities of a small classified carrier unit with a medium to large number of employees, providing collection and delivery service to a geographic area through a medium to large number of carrier routes; window box service; mail distribution and dispatch; and the processing or sale of non-postal products. Has responsibility for problem solving for postal customers and employees. Exercises protective care for equipment, vehicles and accountable paper stock, as appropriate. Provides statistical data for budget planning. Responsible for safety of self and others. Determines manpower requirements and plans work schedules. Controls use of overtime, leave and vacation schedules. Prepares various reports as required. Performs route inspections and adjustments. Resolves labor problems as appropriate. Oversees security to postal premises. Assists mailers with mailing problems. Performs other related duties as assigned.

QUALIFICATIONS: Advanced vocational level understanding of management techniques and principles. Extensive experience in the supervision of delivery and collection, window services, mail processing, or related administrative activities. Well-developed human relations and communications skills.

*NOTE: Exception, this restriction does not apply to employees of field installations (below the District Office level) applying or being nominated for positions in their present installations.

MAIL TO: Director, Employee and Labor Relations
MSC Northern Virginia 22081-9994

PLEASE SUBMIT IN QUADRUPLICATE (4) PS FORMS 991-A and 991-B ONLY. NO ADDITIONAL ATTACHMENTS ARE NECESSARY.

HOW TO APPLY: Employees should complete and submit current Forms 991-A and -B to their immediate supervisor/manager. The employee's immediate supervisor/manager should complete the reverse of Form 991-B and obtain approval of the next higher supervisor/

U.S. Postal Service

VACANCY ANNOUNCEMENT

POSITION NUMBER: 4690

ISSUE DATE: 1/21/83

CLOSING DATE: 2/3/83

TITLE: Professional/Specialist Trainee (C)
GRADE: EAS-16
FLSA DESIGNATION: Exempt
OCCUPATION CODE: 0301-5202
SALARY RANGE: $22,628 - $29,716 (Plus $1,102 COLA)
FINANCE NUMBER: 35-9932
PERSONS ELIGIBLE TO APPLY: ALL QUALIFIED POSTAL CAREER EMPLOYEES MAY APPLY FOR THIS POSITION.

LOCATION:
Accounting & Revenus
Protection Division
Finance Department
Northeast Region
New York, NY

CANCELLATION

THE VACANCY ANNOUNCEMENT FOR THE POSITION DESCRIBED ABOVE HAS BEEN CANCELLED.

HOW TO APPLY: Employees should complete and submit current Forms 991-A and -B to their immediate supervisor/manager. The employee's immediate supervisor/manager should complete the reverse of Form 991-B and obtain approval of the next higher supervisor/manager who forwards both forms under "CONFIDENTIAL" cover for receipt by the "CLOSING DATE" to the address stated above. PLEASE INDICATE POSITION NUMBER AND TITLE LISTED ABOVE IN YOUR RESPONSE.

PS Form 990
June 1979

Standard Form 57—December 1945
U. S. CIVIL SERVICE COMMISSION

APPLICATION FOR FEDERAL EMPLOYMENT

Form approved.
Budget Bureau No. 50-R046.

INSTRUCTIONS.—Answer **every** question below clearly and completely. Typewrite or print in **INK.** If you are applying for a specific United States Civil Service examination, read the examination announcement carefully and follow all directions. Mail this application to the office named in the announcement. Be sure to mail to the same office any **other forms required** by the announcement. Notify the office with which you file this application of any change in your address.

APPLICATION No. / ANNOUNCEMENT / SELECTION No.

1. Name of examination, or kind of position applied for:

2. Optional subject (if mentioned in examination announcement):

3. Place of employment applied for:

4. Mr. Mrs. Miss (First name) (Middle) (Maiden, if any) (Last)

5. Street and number or R. D. number:

City or post office (including postal zone), and State:

6. Legal or voting residence (State): | 7. Office phone No.: | Home phone:

8. Place of birth (city and State; if born outside U. S., name city and country):

9. Date of birth (month, day, year): | 10. Age last birthday: | 11. ☐ Male ☐ Female

12. ☐ Married ☐ Single | 13. Height without shoes: _____ feet _____ inches | Weight: _____ pounds

14. Have you ever been employed by the Federal Government? ☐ Yes ☐ No

If now employed by the Federal Government, give present grade and date of last change in grade:

DO NOT WRITE IN THIS BLOCK
For Use of Civil Service Commission Only

☐ Appor. ☐ Non-appor.	Material ☐ Submitted ☐ Returned	Entered register:
Notations:	App. Review: Approved:	

OPTION	GRADE	EARNED RATING	PREFERENCE	AUGM. RATING
			☐ 5 points (tent.)	
			☐ 10 points	
			☐ Wife or Widow	
			☐ Disal.	
			☐ Being investigated	
INITIALS AND DATE				

Indicate "Yes" or "No" answer by placing X in proper column	YES	NO
15. (a) Would you accept short-term appointment, if offered, for—1 to 3 months?		
3 to 6 months?		
6 to 12 months?		
(b) Would you accept appointment, if offered—in Washington, D. C.?		
anywhere in the United States?		
outside the United States?		

15. (c) If you will accept appointment in certain locations ONLY, give acceptable locations:

(d) What is the lowest entrance salary you will accept: $_____ per year.

You will not be considered for positions paying less.

(e) If you are willing to travel, specify: ☐ Occasionally ☐ Frequently ☐ Constantly

16. EXPERIENCE.—You are requested to furnish all information asked for below in **sufficient** detail to enable the Civil Service Commission and the appointing officers of agencies to determine your qualifications for the position for which you are applying. In the spaces provided below describe **EVERY** position you have held. Use a separate block for **EACH** position. You may also include any pertinent religious, civic, welfare or organizational activity which you have performed, either with or without compensation, showing the number of hours per week and weeks per year in which you were engaged in such activity. Start with your PRESENT position and work back, accounting for **all** periods of unemployment. Explain clearly the principal tasks which you performed in each position. Describe your experience in the Armed Services in question 17 (Military Experience).

(a) If you were ever employed in any position under a name different from that shown in Item 4 of this application, give under "Description of your work" for each position, the name used.

(b) If you have never been employed or are now unemployed, indicate that fact in the space provided below for "Present Position."

PRESENT POSITION

Dates of employment: (Month, year)
From: To present time

Exact title of your present position:

Salary or earnings:
Starting, $ per
Present, $ per

Place of employment (city and State):

Name and address of employer (firm, organization, or person). If Federal, name department, bureau or establishment, and division:

Description of your work:

Kind of business or organization (e. g., wholesale silk, insurance agency, mfg. of locks, etc.):

Number and kind of employees supervised by you:

Name and title of immediate supervisor:

Reason for desiring to change employment:

17. MILITARY EXPERIENCE.—In order to make the most effective placements of war veterans, detailed information is needed about the training and experience they have acquired in the Armed Services. Fill in the appropriate space for each service school you have attended. **If you attended no special or technical schools while in the service, write in Item (a) "No attendance at service schools" and indicate in Item (d) all important changes in duty assignment, showing dates of such assignment.**

(a) First Special Service School attended:

Location:

Dates attended (months, years):

From: To:

Rating received at end of this training:

(b) What were you taught in First Special Service School?

(c) Duty assignment or rating after this training (give all important changes in duty assignment **whether or not** you attended a Service School):

Dates of duty assignment (months, years):

From: To:

(d) What did you do during this duty assignment?

(e) Second Special Service School attended:

Location:

Dates attended (months, years):

From: To:

Rating received at end of this training:

(f) What were you taught in Second Special Service School?

(g) Duty assignment after this training:

Dates of duty assignment (months, years):

From: To:

(h) What did you do during this duty assignment?

List on a separate sheet of paper any additional experience, training, service, or special duty assignments during military service or hospitalization.

18. EDUCATION.—Circle highest grade completed:
1 2 3 4 5 6 7 8 9 10 11 12

Mark (x) the appropriate box to indicate satisfactory completion of:

☐ Elementary School ☒ Junior High School ☐ Senior High School

(a) Give name and location of last high school attended:

(b) Subjects studied in high school which apply to position desired:

(c) Name and Location of College or University	Major	Dates Attended From—	Dates Attended To—	Years Completed Day	Years Completed Night	Degrees Conferred Title	Degrees Conferred Date	Semester Hours Credit

(d) List Your Chief Undergraduate College Subjects	Semester Hours	List Your Chief Graduate College Subjects	Semester Hours

(e) Other training, such as vocational, business, study courses given through the Armed Forces Institute (show name and location of school), or "in-service training" in a Federal agency:

Subjects Studied	Dates Attended From—	Dates Attended To—	Years Completed Day	Years Completed Night

19. Indicate your knowledge of foreign languages:

	READING			SPEAKING			UNDERST'NG		
	Exc.	Good	Fair	Exc.	Good	Fair	Exc.	Good	Fair

(a) How was your knowledge of foreign languages acquired?

(b) If you have traveled or resided in any foreign countries, indicate (1) names of countries, (2) dates and length of time spent there and (3) reason or purpose (e. g., business, education, recreation):

20. List any special skills you possess and machines and equipment you can use, such as operation of short-wave radio, multilith, comptometer, key-punch, turret lathe, scientific or professional devices:

Approximate number of words per minute in typing _____, shorthand _____

21. Are you now or have you ever been a licensed or certified member of any trade or profession (such as pilot, electrician, radio operator, teacher, lawyer, CPA, etc.)

☐ Yes ☐ No Give kind of license and State:

First license or certificate (year):

Latest license or certificate (year):

22. Give any special qualifications not covered elsewhere in your application such as:
(a) your more important publications (do NOT submit copies unless requested)
(b) your patents or inventions
(c) public speaking and public relations experience
(d) membership in professional or scientific societies, etc.

16. CONTINUED

Dates of employment: (Month, year)
From: To:

Place of employment (city and State):

Name and address of employer (firm, organization, or person). If Federal, name department, bureau or establishment, and division:

Kind of business or organization (e. g., wholesale silk, insurance agency, mfg. of locks, etc.):

Number and kind of employees supervised by you:

Name and title of immediate supervisor:

Reason for leaving:

Exact title of your position:

Salary or earnings:
Starting $ per
Final $ per

Description of your work:

Dates of employment: (Month, year)
From: To:

Place of employment (city and State):

Name and address of employer (firm, organization, or person). If Federal, name department, bureau or establishment, and division:

Kind of business or organization (e. g., wholesale silk, insurance agency, mfg. of locks, etc.):

Number and kind of employees supervised by you:

Name and title of immediate supervisor:

Reason for leaving:

Exact title of your position:

Salary or earnings:
Starting $ per
Final $ per

Description of your work:

Dates of employment: (Month, year)
From: To:

Place of employment (city and State):

Name and address of employer (firm, organization, or person). If Federal, name department, bureau or establishment, and division:

Kind of business or organization (e. g., wholesale silk, insurance agency, mfg. of locks, etc.):

Number and kind of employees supervised by you:

Name and title of immediate supervisor:

Reason for leaving:

Exact title of your position:

Salary or earnings:
Starting $ per
Final $ per

Description of your work:

Dates of employment: (Month, year)
From: To:

Place of employment (city and State):

Name and address of employer (firm, organization, or person). If Federal, name department, bureau or establishment, and division:

Kind of business or organization (e. g., wholesale silk, insurance agency, mfg. of locks, etc.):

Number and kind of employees supervised by you:

Name and title of immediate supervisor:

Reason for leaving:

Exact title of your position:

Salary or earnings:
Starting $ per
Final $ per

Description of your work:

If more space is required, use a continuation sheet (Standard Form No. 58) or a sheet of paper the same size as this page. Write on each sheet your name, address, date of birth, and examination title. Attach to inside of this application.

c9—16—47298-1

23. REFERENCES.—List three persons living in the United States or Territories of the United States who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Item 16 (EXPERIENCE).

FULL NAME	BUSINESS OR HOME ADDRESS (Give complete address, including street and number)	BUSINESS OR OCCUPATION
1.		
2.		
3.		

24. May inquiry be made of your present employer regarding your character, qualifications, etc.? ☐ Yes ☐ No

Indicate "Yes" or "No" answer by placing X in proper column.	YES	NO
25. Are you a citizen of the United States?		
26. Do you advocate or have you ever advocated, or are you now or have you ever been a member of any organization that advocates the overthrow of the Government of the United States by force or violence? If your answer is "Yes," give complete details in Item 38.		
27. Within the past 12 months, have you habitually used intoxicating beverages to excess?		
28. Since your 16th birthday, have you ever been convicted, or fined, or imprisoned, or placed on probation, or have you ever been ordered to deposit bail, for the violation of any law, police regulation or ordinance (excluding minor traffic violations for which a fine of $25 or less was imposed)? If your answer is "Yes," list all such cases under Item 38 below. Give in each case (1) the date; (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed, if any, or other disposition of the case. If appointed your fingerprints will be taken.		
29. Have you ever been discharged or forced to resign for misconduct or unsatisfactory service from any position? If your answer is "Yes," give in Item 38 the name and address of employer, date, and reason in each case.		
30. Do you receive an annuity from the U. S. or D. C. Government under any retirement act or any pension or other compensation for military or naval service? If your answer is "Yes," give in Item 38 reason for retirement, that is, age, optional, disability, or by reason of voluntary or involuntary separation after 5 years' service; amount of retirement pay, and under what retirement act; and rating if retired from military or naval service.		
31. Are you an official or employee of any State, Territory, county, or municipality? If your answer is "Yes," give details in Item 38.		
32. Does the U. S. Government employ in a civilian capacity any relative of yours (by blood or marriage) with whom you live or have lived within the past 6 months? If your answer is "Yes," show in Item 38 for EACH such relative: (1) full name; (2) present address; (3) relationship; (4) department or agency by whom employed, and (5) kind of appointment.		
33. Have you ever had a nervous break-down? If your answer is "Yes," give complete details in Item 38.		
34. Have you ever had tuberculosis? If your answer is "Yes," give complete details in Item 38.		

Indicate "Yes" or "No" answer by placing X in proper column.	YES	NO
35. Have you any physical defect or disability whatsoever? If your answer is "Yes," give complete details in Item 38.		
36. (a) Were you ever in the United States Military or Naval Service during time of War?		
(b) Is the word "honorable" or the word "satisfactory" used in your discharge or separation papers to show the type of your discharge or separation?		
(c) Was service performed on an active full-time basis, with full military pay and allowances?		

(d)

Date of entry or entries into service:	Date of separation or separations:	
Branch of service (Army, Navy, M. C., C. G., etc.)	Grade (rank) or rating at time of separation:	Serial No.

IF YOUR ANSWERS TO THIS QUESTION (No. 36) INDICATE THAT YOU ARE ENTITLED TO VETERAN PREFERENCE, SUCH PREFERENCE WILL BE CREDITED IN THE EXAMINATION. **IF APPOINTED**, YOU WILL BE REQUIRED TO FURNISH TO THE APPOINTING OFFICER, **PRIOR TO ENTRY ON DUTY**, OFFICIAL EVIDENCE OF SEPARATION FROM YOUR LATEST PERIOD OF ACTIVE SERVICE IN THE ARMED FORCES OF THE UNITED STATES DURING TIME OF WAR. DO NOT SUBMIT PROOF OF DISCHARGE OR SEPARATION WITH THIS APPLICATION.

Indicate "Yes" or "No" answer by placing X in proper column.	YES	NO
37. (a) If you served in the U. S. Military or Naval Service during peacetime **ONLY**, did you **participate in a campaign or expedition** and receive a campaign badge or service ribbon?		
(b) Are you a disabled veteran?		
(c) Are you the unmarried widow of a veteran?		
(d) Are you the wife of a veteran who has service-connected disability?		

IF YOUR ANSWER TO QUESTION 37 (a), (b), (c), OR (d) IS "YES," AND YOU WISH TO CLAIM VETERAN PREFERENCE, ATTACH TO THIS APPLICATION VETERAN PREFERENCE CLAIM (CIVIL SERVICE COMMISSION FORM 14) TOGETHER WITH THE NECESSARY PROOF SPECIFIED THEREIN.

THIS SPACE FOR USE OF APPOINTING OFFICE ONLY

The information contained in the answers to Question 36 above has been verified by comparison with the discharge certificate on _____, 19____.

Agency: Title:

38. Space for detailed answers to other questions (indicate item numbers to which answers apply).

ITEM No.		ITEM No.	

If more space is required, use paper the same size as this page. Write on each sheet your name, address, date of birth, and examination title. Attach to inside of this application.

FALSE STATEMENT ON THIS APPLICATION IS PUNISHABLE BY LAW (U. S. CODE, TITLE 18, SECTION 80).

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Date _____ Signature of applicant _____

(Sign your name in INK (one given name, initial or initials, and surname). If female, prefix Miss or Mrs. and if married use your own given name as "Mrs. Mary L. Doe.")

69—16—47298-1 U. S. GOVERNMENT PRINTING OFFICE : 1946 O—83646